



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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August 18, 2009

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

A handwritten signature in blue ink, appearing to read "Wendy L. Watanabe", is written over the printed name and title.

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – CHILDREN'S
HOMES OF SOUTHERN CALIFORNIA – BAIRD, RUNNEYMED, SHOU,
VALERIO AND VICTORY GROUP HOMES**

We have completed a review of Baird, Runneymede, Shoup, Valerio and Victory Group Homes (Group Home or Agency) operated by Children's Homes of Southern California. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department.

Baird, Runneymede, Shoup, Valerio and Victory Group Homes are each six-bed facilities, which provide care for boys ages 11-18 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Baird, Runneymede, Shoup, Valerio and Victory Group Homes were each providing services for six DCFS children.

All five Group Homes are located in the Third District.

Scope of Review

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, employee records, a facility inspection and interviews with children placed in the Group Home at the time of the

review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. However, the Agency needs to address a few deficient areas. Specifically, all five Group Homes need to assess children for needed services within thirty days of placement. In addition, Valerio and Victory Group Homes need to develop and maintain current Needs and Services Plans. Valerio Group Home also needs to repair the recliner in the TV room and paint the walls in bedrooms 1 and 2.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (213) 253-0301.

WLW:MMO:JET:DC:AA:asl

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Ted Myers, Chief Deputy Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Jorge Marquez, Board Chair and Executive Director, Children's Homes of Southern California
Public Information Office
Audit Committee

**Children's Homes of Southern California
Baird Group Home
Reseda, California 91335
License Number: 191221601
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Baird Group Home (Group Home or Agency) is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

None.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement and are adequately receiving treatment services. However, children are not assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child and the NSPs are current, comprehensive and include short and long term goals.

Recommendation

1. Children's Homes of Southern California assess children for needed services within thirty days of placement.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

None.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice.

The discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior.

Children are satisfied with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance and the children spend their allowances as they choose. The Group Home provides children with adequate personal care items. The children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Four

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.

**Children's Homes of Southern California
Runneymede Group Home
Van Nuys, California 91405
License Number: 191221595
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Runneymede Group Home (Group Home or Agency) is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean, orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

None.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The children meet the Group Home's population criteria as outlined in their Program Statement and are adequately receiving treatment services. However, children are not assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the children and the NSPs are current, comprehensive and include short and long term goals.

Recommendation

1. **Children's Homes of Southern California assess all children for needed services within thirty days of placement.**

III. Educational and Emancipation Services**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

None.

IV. Recreation and Activities**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

None.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice.

The discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior.

Children are satisfied with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance and the children spend their allowances as they choose. The Group Home provides children with adequate personal care items. The children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Three

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.

**Children's Homes of Southern California
Shoup Group Home
West Hills, California 91307
License Number: 197601995
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Shoup Group Home (Group Home or Agency) is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean, orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

None.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The children meet the Group Home's population criteria as outlined in their Program Statement and are adequately receiving treatment services. However, children are not assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the children and the NSPs are current, comprehensive and include short and long term goals.

Recommendation

1. Children's Homes of Southern California assess all children for needed services within thirty days of placement.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

None.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice.

The discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior.

Children are satisfied with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance and the children spend their allowances as they choose. The Group Home provides children with adequate personal care items. The children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Four

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.

**Children's Homes of Southern California
Valerio Group Home
Van Nuys, California 91405
License Number: 191221575
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Valerio Group Home (Group Home or Agency) is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, a recliner chair in the TV room is broken.

Children's bedrooms are well maintained. The rooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, the walls in bedrooms 1 and 2 are dirty.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. Children's Homes of Southern California management:

- a. Repair the recliner in the TV room.**
- b. Paint the walls in bedrooms 1 and 2.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The children meet the Group Home's population criteria as outlined in their Program Statement and are adequately receiving treatment services. However, children are not assessed for needed services within thirty days of placement and the children's files do not include current Needs and Services Plans.

Recommendations**2. Children's Homes of Southern California management:**

- a. Assess children for needed services within thirty days of placement.
- b. Develop and maintain current Needs and Services Plans for all children.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which

they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

None.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice.

The discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior.

Children are satisfied with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance and the children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. The children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Four

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.

**Children's Homes of Southern California
Victory Group Home
West Hills, California 91307
License Number: 191222471
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Victory Group Home (Group Home or Agency) is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean, orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

None.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The children meet the Group Home's population criteria as outlined in their Program Statement and are adequately receiving treatment services. However, not all of the

children are assessed for needed services within thirty days of placement and not all of the children's files include current Needs and Services Plans.

Recommendations**1. Children's Homes of Southern California management:**

- a. Assess all children for needed services within thirty days of placement.
- b. Develop and maintain current Needs and Services Plans for all children.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

None.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice.

The discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior.

Children are satisfied with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance and the children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. The children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

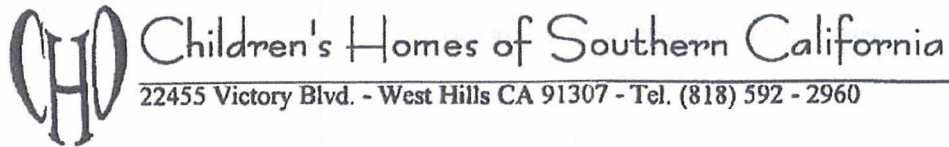
Sample size: Four

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.



May 12, 2009

Ms. Alex Sigal-Liberman, Group Home Auditor
Department of Auditor-Controller, World Trade Center
Children's Group Home Ombudsman Division
350 S. Figueroa St., 8th Floor
Los Angeles, CA 90071

Dear Ms. Sigal-Liberman:

This is corrective action plan (CAP) for the Program Audit Report dated April 13, 2009 for the following five group homes of Children's Homes of Southern California (CHSC): Baird Group Home, Runnymede Group Home, Shoup Group Home, Valerio Group Home and Victory Group Home. Each of the following bullets represents a recommendation, the current status (implemented or not implemented), the corrective action taken to implement the recommendation, title of person responsible for implementing the corrective action(indicated by (1)), and the title of the person that ensures the CAP remains implemented (indicated by (2)).

Baird Group Home:

1. CHSC assess children for needed services within thirty days of placement. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be maintained in residents file. CHSC will assess children for needed services within thirty days of placement.
(1) Program Manager/Social Worker (2) Executive Director

Runnymede Group Home:

1. CHSC assess children for needed services within thirty days of placement. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be maintained in residents file. CHSC will assess children for needed services within thirty days of placement.

(1) Program Manager/Social Worker (2) Executive Director

Shoup Group Home:

1. CHSC assess children for needed services within thirty days of placement. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be maintained in residents file. CHSC will assess children for needed services within thirty days of placement.
(1) Program Manager/Social Worker (2) Executive Director

Valerio Group Home:

1. CHSC Group Home management:
 - a. Repair recliner in TV room. **Implemented.** Recliner in TV room has been repaired
(1) Facility Manager II (2) Program Manager
 - b. Paint wall in bedrooms 1 and 2. **Implemented.** Walls in bedrooms 1 and 2 have been painted.
(1) Facility Manager II (2) Program Manager
2. CHSC management:
 - a. Assess children for needed services within thirty days of placement. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be maintained in residents file. CHSC will assess children for needed services within thirty days of placement.
(1) Program Manager/Social Worker (2) Executive Director
 - b. Create and maintain current Needs and Services Plans in the children's files. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be

maintained and updated in the residents file. CHSC will assess children for needed services within thirty days of placement.

(1) Program Manager/Social Worker (2) Executive Director

Victory Group Home:

1. 2. CHSC management:

a. Assess children for needed services within thirty days of placement. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be maintained in residents file. CHSC will assess children for needed services within thirty days of placement.

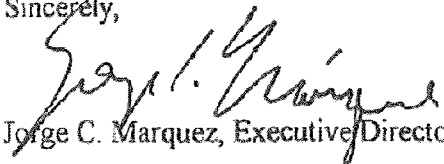
(1) Program Manager/Social Worker (2) Executive Director

b. Create and maintain current Needs and Services Plans in the children's files. **Not implemented.** The anticipated implementation date is June 30, 2009. CHSC will prepare and complete a NSP/Quarterly due date form, upon intake, which will be maintained and updated in the residents file. CHSC will assess children for needed services within thirty days of placement.

(1) Program Manager/Social Worker (2) Executive Director

If you have any questions or concerns regarding this CAP please do not hesitate to call me at (818)592-2960.

Sincerely,


Jorge C. Marquez, Executive Director